

CHEAT SHEET: DATA GATHERING STAGE

USCCR

Regional Programs Unit



OBJECTIVE:

Gather testimony from diverse viewpoints on topic

KEY DECISION:

Determine which stakeholders will provide testimony and number of data gathering events

TIMELINE

6 to 12 months

COMMITTEE MEMBERS

1. Research potential panelists to present on Committee's topic
2. Ensure Committee will hear from panelists with diverse viewpoints and experiences regarding the issue
3. Attend Committee meetings to discuss and vote on panelists
4. Provide DFO with names, phone, and email for contacts OR make initial contact with potential panelist before sharing contact with DFO
5. Review transcripts as requested by the DFO to identify themes and areas of testimony gaps

DFO

1. Assist Committee in researching potential panelists for consideration
2. Contact each panelist to explain scope and determine availability
3. Draft agenda
4. Send final confirmation to panelists for participation

SUPPORT SPECIALIST

1. Poll members for meeting(s) date(s)
2. Assist in coordinating communication with panelists as needed
3. For in-person hearings, confirm travel arrangements for panelists and Committee members as necessary
4. Confirm space and location for in-person meetings

DELIVERABLES + ACTIONS STEPS

1. Project topic
2. Statement to the Commission